



County of Fairfax, Virginia

Ellen —
Karen —
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MEMORANDUM

DATE: JUL 27 2008

TO: Jimmie D. Jenkins, Director
Department of Public Works and Environmental Services

VIA: Howard J. Guba, Deputy Director
Department of Public Works and Environmental Services *HJG 7/28*

FROM: Ronald N. Kirkpatrick, Director
Planning and Design Division *RNK*

SUBJECT: Expedited Project Implementation Process
Bus Stop Safety and Accessibility Improvements

Recommendation:

It is recommended that the expedited implementation process detailed below be approved in order to streamline work on the County's Bus Stop Safety and Accessibility Improvement Program.

Discussion:

The Department of Transportation (DOT) has completed a comprehensive inventory of the 4,000+ existing bus stops in Fairfax County. Included in this effort was an assessment of the physical features of each site, along with recommendations for improvements to improve the safety and/or accessibility at each site location. The total estimated cost to implement all the identified site improvements is in the order-of-magnitude of \$12 million to \$13 million. In order to initiate this program, an initial funding level of \$2.5 million has been approved to address priority bus stop/shelter locations as identified by DOT. Additional funds in the amount of \$7.75 million were approved as part of the fall 2007 Transportation Bond Referendum to continue with the implementation of these projects. There are currently 168 active projects in the program; however, safety and accessibility improvements are needed at hundreds of additional stops.

Due to the large number of projects and the need to make safety and accessibility improvements to County bus stops as soon as possible, DOT and the Department of Public Works and Environmental Services have been working to develop a modified process to expedite these projects, particularly the relatively straight-forward, simple sites. As a result, the following process is proposed:

- Sites will be carefully selected for the expedited process, and will meet the attached criteria (see attached, "Criteria for Expedited Plan Process").
- GIS data, aerial and site photographs, field visits, and additional property research as required will be used to develop design plans instead of performing a field survey. If this

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Planning & Design Division

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data is not enough to determine that the proposed stop improvements are within the state right-of-way, the site will not be eligible for the expedited process.

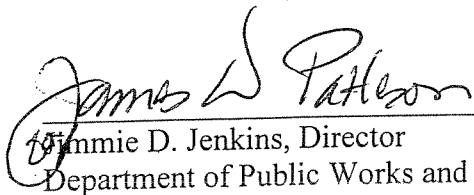
- Sketch design plans will be developed in lieu of detailed design plans.
- The design plans will include the standard general notes and necessary detail sheets, and will be sealed by a Professional Engineer.
- Utility designations will not be performed in the design stage. Since most sites will only require 8 inches of excavation (4-inch concrete slab with 4-inch stone base), underground utilities should not be in conflict. Sites will be selected with minimal grading and excavation and no visible utility conflicts. The construction contractor will still be required to meet all applicable state codes regarding utility marking (i.e., Miss Utility) and coordination before and during construction.
- Sites that do not meet the criteria for the expedited process will be implemented under the traditional process, involving a field survey, utility designation, standard design plans, etc.

It is estimated that the schedule of a typical bus stop project can be reduced approximately six months using the expedited process. Additional cost savings will be realized by eliminating field surveys and utility designations as well as utilizing sketch design plans.

If you agree with the expedited process as outlined, please indicate your approval by signing below, and return a copy of this memorandum to my attention. If you have any questions, please contact Larry Ichter at 703-877-5739.

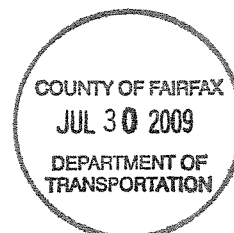
RNK/bl/G:\PDD\BRANCHES\Bus Stop Imp - Prop Expedited Process Memo.doc
Attachment: As Stated

Approved:


Jimmie D. Jenkins, Director
Department of Public Works and Environmental Services

7/28/09
Date

cc: ✓ Katharine D. Ichter, Director, Department of Transportation
Rollo C. Axton, Chief, Transit Services Division, Department of Transportation
Robin Patton, Director, Land Acquisition Division !RP!
Nat Atapoor, Director, Construction Management Division !hs!
Larry L. Ichter, Deputy Director, Planning and Design Division, Transportation Design



Bus Stop Safety and Accessibility Improvements

Criteria for Expedited Plan Process

Criteria for sites to Qualify for Expedited Process:

- Site improvements meet the criteria to qualify for the VDOT Countywide Land Use Permit (listed below)
- Scope does not include the installation or relocation of bus shelter
- Project limits clearly within existing right of way, and determination can be made using GIS data and other property research that does not require a field survey*
- No significant above ground utility conflicts
- Minimal grading and excavation (18 inches or less of cut; 18 inches or less of fill) such that there are no significant impacts to below grade utilities (if utility conflicts are suspected based on field observations or other available information, the expedited process shall not be used; when in doubt, review with the Director of the Planning and Design Division)
- Limits of disturbance are less than 2500 square feet

* *Possible exception: limited work may be completed via a letter of permission from the property owner in lieu of a Grading Agreement and Temporary Construction Easement if the project limits encroach upon private property, but all permanent stop improvements must be clearly within the state right-of-way. If it is determined, that the property owners are not agreeable to a letter of permission, a plat will be prepared and the typical project implementation process will be followed.*

2009 VDOT Countywide Land Use Permit Criteria – Allowable Improvements:

- Individual walkways (sidewalks and trails) not exceeding 1,500 linear feet (LF);
- Bus stop pads;
- Pedestrian ramps and median cuts;
- Crosswalks;
- Handrail;
- New curb and gutter when connecting to existing curb and gutter subject to the following: the length of new curb and gutter does not exceed 200 LF, and there are no significant impacts to the existing drainage characteristics of the area;
- Minor drainage improvements (i.e., drainage culverts up to but not exceeding 18 inch diameter under a walkway or bus stop pad and/or minor grading); and,
- Minor retaining walls (Standard RW-2 or RW-3 under 2-foot exposed height).

